

## **INSTRUCTIONS FOR FILLING OUT MOTION TO DISMISS**

### **HEADING**

The heading on this pleading should be the same as the heading in the original action. The case number will also be the same:

- Enter the type of court: County or District, where the original case was filed.
- Enter the name of the county where the original action was filed.
- Enter the first, middle, and last names of the person who was listed as the Plaintiff in the original action.
- Enter the first, middle, and last names of the person who was listed as the Defendant in the original action.
- The Clerk of the Court assigned a case number when the original action was filed. You must include that case number on any papers you file.

### **BODY OF MOTION TO DISMISS**

In the first blank, enter your first, middle, and last names.

In the first, second, and third blanks, enter the day, month and year that you are signing the motion.

### **FINAL SIGNATURE**

- Sign your full name
- Enter your full street address, including the city, state, and zip code
- Enter your telephone number with area code

### **CERTIFICATE OF SERVICE**

In the first paragraph, enter the day, month, and year you are mailing a copy of the Motion to Dismiss to the defendant.

Enter the last known street address of the defendant named in the original action, including the city, state, and ZIP code.

(See main instruction page for further information)